



Meeting Minutes

Date	Tue 27 Jun 2023 09:30
Type	Committee Meeting
Location	zoom meeting

Attendees

Atkinson, Carole Christine	Czarski, Jacek	Habner, Patricia
Mathiesen, Joan	Nelson, Marilyn	Reynolds, Paul
Silk, Willy	Turner, Beryl	Turner, John
Widin, Sarah	van Barneveld, John	

Meeting items

Item #1. Welcome (raised by Willy Silk)

The CAQ welcomes Carole Atkinson to the Management Committee. Carole has been appointed by the Sunshine Coast Region as their delegate to the MC.

Item #2. Vale (raised by Willy Silk)

Vale

Cynthia Tacey - Windsor Croquet Club. Cynthia started playing croquet in 1997. She was a strong competitor and a devoted member and volunteer. Cynthia held many positions at Windsor - President twice, Brisbane North region committee Secretary for over 10 years, CAQ Secretary 2002 - 2007, and President 2020 (until she got sick). She will be truly missed on the croquet courts.

Kewith White 1931-2023 - Stephens Croquet Club. Keith joined Stephens in 2015. He won the Club Golf championships twice. He was a willing helper especially if painting was involved.

Item #3. Conflict of Interest (raised by Patricia Habner)

There were no conflicts of interest.

Item #4. Minutes of last meeting (raised by Willy Silk)

The Minutes of the May 23rd meeting were received and accepted.

Associated files

1. Minutes of the May 23rd MC meeting.pdf

Download: <https://cdn.revolutionise.com.au/meetings/cs7fre4iabwnrfzm.pdf>

Item #5. Business Arising (raised by Willy Silk)

Items held over from the May meeting until the June meeting - **See General Business**

1. By-law change - one member/one vote
2. Briefing Paper on role descriptions

Item #6. VOC (raised by Patricia Habner)

CAQ MC needs to approve the recommendation from the Selection sub-committee.

Resolution: that the MC accept the recommendation from the CAQ Selection Sub-committee, of the Golf State Team for the Inter-State Shield in September. The selected team is:

Addison Matthews, Gordon Giles (Vice captain), Ross Rillie, Casey de-Vene, Wade Hart

Mary McMahon (Captain), Gabby Spencer, Jenee Molyneux, Rosemary Newsham, Pop Petersen

Reserves: Dennis Green, Jannene Wall

Manager: Helen Rillie to be offered the Role".

The recommendation was approved by a majority of the members of the MC. The BSR delegate abstained.

Since the VOC was issued and a vote taken, the position of Team Manager was declined by Helen Rillie, and Jannene Wall has been appointed to this position.

Item #7. Actions arising report 2023 (raised by Willy Silk)

Associated files

1. Actions Rising Register - 7.pdf

Download: <https://cdn.revolutionise.com.au/meetings/ng3yiwyp4rjgsxtl.pdf>

Item #8. CAQ Management Committee resolutions register 2023 (raised by Willy Silk)

Associated files

1. CAQ MANAGEMENT COMMITTEE RESOLUTIONS REGISTER 2023 No 7 .pdf

Download: <https://cdn.revolutionise.com.au/meetings/fkjahxf9i1eqjcsv.pdf>

Item #9. Correspondence (raised by Willy Silk)

1. Request for a visit by Tamborine Mountain Club - Member from the Tamborine Club attended the regional meeting that the CAQ President also attended. The GCT delegate will visit Tamborine Mountain club with the Treasurer.

2. Request for information re U21s - Coolangatta CC is following up with this request.

Request for visit by WBBR - The President and Vice President plan to visit the WBBR on the 19th November.

4. Hoop setting kits - investigation is ongoing.

5. Notice of resignation of Greg Bury from the Academy Manager position with ACA.

6. Resignation from CAQ positions by Greg Bury - The Secretary will respond. The President will follow up with Greg regarding his further involvement with Central Queensland. Action by the President

7. Recognition notice from ACA re Volunteer badges - Badges will be sent by ACA.

Item #10. President's Report (raised by Patricia Habner)

The visits to the regions are going well. John Turner and I attended the Gold Coast Tweed region meeting on the 26th June and were very pleased to see so many in attendance. Of interest to most was more training and development of players, referees, and coaches. The possibilities of what Revsport can provide to regions was also of interest. It was agreed that the MC explore regions using their own versions of the Revsport package.

Dates have been set for visits to WBB - 19th November, CQ - 19th August, BN - 13th July.

Following on from the GCT region visit it has been suggested that CAQ utilise revsport by advertising dates of classes and courses etc. for referees and coaches. This will be investigated and actioned by the President and Web officer.

ACA is finalising the New state logos. They are down to four to choose from. A decision will be made very shortly. CAQ MC will then need to decide whether or not to adopt the same logo (Whole of Sport) with Qld colours. When CAQ have made that decision, then the banners can be ordered, and changes to flyers, letterheads, emails, revsport, handicap cards will need to be made.

It was announced that Greg Bury, ACA General Manager, has resigned, and there will inevitably be changes within the Coaching Academy. The new National Coaching co-ordinator will need to be trained to be able to access the Coaching Academy data and finalise the draft refresher documents. The WBB delegate commented on keeping a positive approach to the National standardisation of the Coaching program.

Item #11. Treasurer's Report (raised by John Turner)

It was brought to the attention of the treasurer of some anomalies in the May reports. These will be addressed by the Treasurer.

Reports were accepted and approved.

Resolution: that David Charles Housden be removed as signatory from the Croquet Association Queensland Accounts - Business Cheque Account 10010114, Business WebS 20524228, and Premier Investment Account 22898079, and that Sarah Ruth Widin be added as a signatory to these Accounts.

The current Management Committee is:

President - Patricia Habner, Vice President - Sarah Widin, Treasurer - John Turner

The effects of the increase in reimbursement payments this is showing in the budget.

At the last Financial sub-committee, it was discussed to increase the payments to the Golf State team to the sum of \$1000 per player due to more expensive travel costs to WA.

Resolution: that payments to the Queensland State Golf team be increased to \$1000 per player for this year only, due to the team travelling to WA.

Approved by a majority. Resolution passed.

Associated files

1. CAQ Revised P&L May 2023 with YTD.pdf

Download: <https://cdn.revolutionise.com.au/meetings/scqck3s9kanipjyd.pdf>

2. CAQ Treasurer Report Summary May 2023.pdf

Download: <https://cdn.revolutionise.com.au/meetings/pdbkzle9nmh4zakl.pdf>

3. CAQ Treasurer Written Report May 2023.pdf

Download: <https://cdn.revolutionise.com.au/meetings/zofppldyqy9skw7a.pdf>

4. RevSport costs 12 Months May 1 22 to May 1 23 (002).pdf

Download: <https://cdn.revolutionise.com.au/meetings/nlwqxjw1ug8kjopw.pdf>

5. CAQ Balance Sheet May 2023.pdf

Download: <https://cdn.revolutionise.com.au/meetings/i5rwfd7rlmjedru.pdf>

Item #12. Web Officer Report (raised by John Turner)

The attached report is in dot point and this method will be used in future reports.

1. There are a number of "Registration Forms" which I have been asked to remove. I can delete anything not required, however there is one that is called "Temporary Registration form" which is for interstate players or players from elsewhere. Should this remain or do we delete it and just use the "Out of State Player" registration process introduced with the introduction of Revsport?

It was agreed that CAQ use the "Out of State Player" registration process. The Vice President will check if this process is adequate.

2. The report on Revsport expenses and the Microsoft outlook exchange program was discussed. The BNR delegate suggested that it might be useful for someone from outside look at CAQ's overall IT expenses. Eight members were not in favour. The suggestion was dismissed.

3. The Microsoft Teams program is due for renewal. This was a trial and has not been used. The discussion was made to cancel the program.

4. The use of Share point was suggested. This will be left for later investigation once CAQ have more information regarding the ACA new system.

5. The President, Secretary, and IT officer are working on changes to the Headings on the Revsport home page. This is ongoing and will be reported on at the next meeting.

6. The ACA user group met and will be meeting again to discuss the findings from the States' IT systems. John Turner is Queensland's representative. The findings so far are mixed.

Associated files

1. Web Officer Report May 2023.pdf

Download: <https://cdn.revolutionise.com.au/meetings/wlkokztnwp8bx6ns.pdf>

Item #13. Governance Report (raised by Sarah Widin)

Governance June meeting minutes and documents for review:

1. Accident/Hazard report form - ACA has a new form. CAQ will adopt this.

2. Breach of Code of Conduct form - MC members are asked to read and report to Sarah with any feed back. This form will be used by TR or TM when there is a further breach of the Code of Conduct by a player already warned. The form will be sent to the MPIO and the Code co-ordinator. The Code co-ordinator will send the reply from the MPIO to the player.

3. By-laws with incorrect numbers - only numbers of order changed.

4. Sunsafe Policy - reviewed with minor changes.

5. Working with Children management Policy version 1 - Willy to get back to Sarah with any changes.

6. TR report Template - reviewed with minor changes.
7. TM report Template - accepted.
8. Terms of reference for MC committee draft - MC members to read and report to Sarah with feed back.
9. Risk Management - this will be sent to MC members for reading and feed back. Discussion next meeting.
10. Sarah will compose a list of Policies, number, and review date. This will be added to the webpage when completed.

Item #14. General Business (raised by Willy Silk)

General Business:

1. Constitution reference to visitors/observers to MC meeting - Copy of Item from the Constitution: 11(6) only members of the MC or their proxies are entitled to be present at a meeting of the MC. However, any other person may attend a MC meeting at the invitation of the MC or with the consent of MC members present at the meeting. The reasons for this item in the Constitution is to maintain confidentiality and to allow MC members to express concerns and speak openly together. The decision was made to follow the Constitution.

2.1 By-law 10 change - 1 person/one vote - from the May MC meeting. The BSR delegate suggested changes to By-law 10 to ensure and remove confusion about one member having more than one vote.

"Members of the CAQ MC cannot hold more than one position at the same time. A member of the MC appointed to the position of CAQ Secretary must resign from the MC before accepting this appointment". It is too difficult to find a replacement straight away. It was agreed there would be no change to By-law 10.

2.2 Suggestion change to By-law 10.1, line 2 - Regional delegates hold position for one year from the time of their election by their region at their Regional AGM - **change to read** - Regional delegates are elected by their regional committees and hold tenure as determined by that committee. MC members agreed to this change. The Governance sub-committee chair will make this change.

3. Briefing paper on role description - The BNR delegate suggested that there is a need for a new organisation chart with shared responsibilities. It was suggested that two persons be nominated to share this task. Joan Mathiesen and Marilyn Nelson agreed to share this task.

4. The BNR delegate recommended a motion that "we disband the current governance standing committee and revert back to an adhoc committee with a permanent chair. Moved by BNR Delegate. In the past the Governance was an adhoc committee but it was found that CAQ policies were well overdue for review. The Governance sub-committee was tasked to review all policies over a period of two years. It has taken all that time with a lot of hard work, Although the Governance sub-committee is tasked with making sure that the MC work within the guidelines of the constitution and the by-laws to keep everything legal, there is still plenty of work to do on new policies and reviews.

The motion was put forward - six were against the change. The GCTR delegate has left the meeting. The motion was not approved.

5. National Ricochet Championships 2024 - Queensland has been asked to host the National Ricochet Championships in 2024. The WBBR has shown great interest in hosting this event. The Secretary will reply to the National Ricochet co-ordinator and confirm the interest by WBBR. The President will contact the events co-ordinator to discuss dates for the 2024 Calendar.

6. Proposal for Association coaching - The WBBR used their \$2000 given by CAQ to organise coaching for the codes - Liz and Bruce Fleming for Association, Greg Whymark for Golf, and Bill Habner for Ricochet. The region is asking for follow-up coaching from Liz and Bruce for Association. The CAQ Association co-ordinator has agreed to use some of the Association funding for this extra coaching. Two nights accommodation and travel expense has been approved.

7. Questions re VOC ISS selection - Resolution by the BSR delegate that the Selection Policy be changed to correct and clarify sections 3.4 and 4.1.3 of the Selection Policy prior to the next selection sub-committee decision to be placed before the MC.

Section 3.4 The Chair of the Selection sub-committee is expected to address the **CAQ executive** to explain the selection decision and the **Management executive** may need to meet via zoom and a "vote out of committee" will occur. The terms "CAQ executive "

and the "Management executive" do not appear anywhere else in the Act, in our Constitution or in our By-laws. The Governance chair will check for the wording of executive in the CAQ documents. The President stated that the Selection Policy will be changed when it is due for review. The President, Vice President and the BSR delegate will arrange to discuss this matter outside of the meeting.

8. Amalgamation of clubs - The process of amalgamation will be investigated. The BSR delegate will contact the CQ secretary to offer information.

9. CAQ Inter-region Pennants - Regions to be asked if they will be partaking in this event and in which code - Association, Golf, Ricochet - they have teams. Gateball Inter-region Pennants have been completed. A volunteer is needed to organise the events.

10. Grant acquittal - The Treasurer and the Secretary will complete the acquittal.

11. Visits to regions to explain the roles of the Complaints officer and the MPIO are almost complete. A visit to the GCTR is still to be completed. MC members are asked to go back to their regions and encourage the clubs to appoint an MPIO.

Item #15. Registrar's Report (raised by Willy Silk)

Registrar's numbers will be checked against the Treasurer's list by the registration officer.

Item #16. Other Reports, Minutes, Newsletters (raised by Willy Silk)

NEWSLETTERS

1. Coolangatta Newsletter
2. Bribie Island June Newsletter
3. Issue 3 - May/June Croquet Newsletter

REPORTS

1. TM and TR reports CAQ Golf Mixed doubles
2. TM and TR reports CAQ ACA Golf Bronze Medal
3. TM and TR reports CAQ Golf Women's eights
4. Events co-ordinator quarterly report
5. CAQ Selection sub-committee report
7. Gateball referee co-ordinator and Gateball co-ordinator reports
8. TR report CAQ Golf first eights
9. Coaching co-ordinator report
10. Association co-ordinator and Association Referee co-ordinator reports
11. Golf co-ordinator and Golf Referee co-ordinator reports

REGION MINUTES

SCR June minutes and reports

Meeting closed at 1pm.

Next meeting - Tuesday 25th July by ZOOM starting at 9.30am